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Personnel

**AIR FORCE RESERVE ENLISTED
INCENTIVES**

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This document implements Title 37 U.S.C., *Pay and Allowances of the Uniformed Services*, Sections 302g, 308a, 308b, 308c, 308d, 308e, 308h, and 308i, Title 10 U.S.C., Sections e through i, Sections 16201-16203, 16301 and 16302, DoD Directive 1205.20, *Reserve Component Incentive Programs*, DoDI 1205.21, *Reserve Component Incentive Programs and Procedures*, DoD 7000.14-R, Volume 7, Part A, *DoD Financial Management Regulation*. It explains criteria for the unit and individual Reserve (IMA) incentive program, bonus payments and all other information concerning the bonus program. It requires the maintenance of information protected by the Privacy Act of 1974. Privacy Act Statements are either incorporated in the body of each document or form required by AFI 36-2638, or in a separate statement accompanying each such document. System F036 AF PC, Military Personnel records System applies. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force Reserve Command. This instruction does not apply to the Air National Guard. Do not supplement this instruction.

This instruction implements the IMA Incentive Program. It also provides procedures, information, and guidance for the Enlisted Incentive Program. It also reorganizes text, updates office symbols, and includes changes approved by the National Defense Authorization Act, Nov 97. Point of contact for the unit program is HQ AFRC/DPMB. Point of contact for the IMA program is HQ ARPC/XP. Records Disposition: Maintain and dispose all records created by processes prescribed by this publication IAW AFMAN 37-139, "Records of Disposition Schedule."

Chapter 1

BONUS ELIGIBILITY CRITERIA

Section 1A—Unit Program

1.1. Non-Prior Service (NPS) Enlistment Criteria. An incentive is granted to a person who enlists in the Air Force Reserve for a term of 6 years, has a total Reserve obligation of not less than 8 years, successfully completes initial active duty for training (IADT), has a three-level control in the bonus Air Force specialty code (AFSC), and meets the following criteria.

- 1.1.1. Is enlisting in a bonus duty Air Force Specialty Code (DAFSC) in effect on the date of enlistment.
- 1.1.2. Has not previously served in any component of the Armed Forces of the United States or have previously served, but did not successfully complete Initial Active Duty for Training.
- 1.1.3. Is classified as test score category Air Force Qualifying Test (AFQT) I, II, or III.
- 1.1.4. Is not enlisting to qualify for a civilian position (air reserve technician (ART)) where membership in the Reserve is a condition of employment.
- 1.1.5. Is not enlisting for voluntary assignment to full-time active duty or active duty for training in excess of 90 days in support of the Reserve program (does not include individuals attending formal schools over 90 days in length).
- 1.1.6. Is a graduate of a secondary school as outlined in the glossary of terms.
- 1.1.7. Is eligible for an enlistment incentive if they are an individual who possesses a General Education Development (GED) general equivalency certificate.

1.2. Prior Service Enlistment Incentive Eligibility Criteria. Member:

- 1.2.1. Is enlisting in the Air Force Reserve for a term of 3 or 6 years.
- 1.2.2. Is enlisting in a bonus DAFSC in effect on the date of enlistment.
- 1.2.3. Has not previously been granted an incentive in any Reserve component and the specialty associated with the position the member is enlisting, is a specialty in which member served while on active duty, and is fully qualified.
- 1.2.4. Is not enlisting under the PALACE CHASE Program.
- 1.2.5. Received an honorable discharge from previous military service.
- 1.2.6. Is not enlisting to qualify for a civilian position where membership in the Reserve is a condition of employment.
- 1.2.7. Has completed at least 6 years, but no more than 14 (exactly) years total service (based on pay date), at the time of enlistment. **EXCEPTION:** Members who initially enlisted in the Armed Forces of the United States and incurred no military service obligation (MSO) (see [Table 1.1.](#)) can have less than 6 years.

1.2.8. Is not enlisting for voluntary assignment to full-time active duty for training in excess of 90 days in support of the Reserve program (does not include individuals attending formal schools over 90 days in length).

1.2.9. Is not being released from active duty for enlistment in a Reserve component (does not include transfer to Ready Reserve, according to a member's MSO).

1.3. Reenlistment Incentive Eligibility Criteria. Member:

1.3.1. Reenlists according to AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*.

1.3.2. Must be within 6 months of previous expiration of term of service (ETS). **CAUTION:** When reenlisting a member who is potentially eligible to receive a reenlistment bonus, ensure the reenlistment takes place “**within**” the 6 month timeframe and not one day “**after**” the ETS. Must have 6 years service based on pay date to reenlist for 3, 4, or 5 years.

1.3.3. Reenlists in a bonus AFSC in effect on the date of reenlistment.

1.3.4. Has not previously received a Selected Reserve, reenlistment, or retraining bonus for service in any Reserve component. **NOTE:** The National Defense Authorization Act, 18 Nov 97, authorized a second 3-year reenlistment bonus (see note at para 2.1.3.3.).

1.3.5. Is not reenlisting to qualify for a civilian position where membership in the Reserve is a condition of employment.

1.3.6. Is not reenlisting for retainability under the PALACE CHASE Program.

1.3.7. Has no more than 14 years (exactly) total service based on pay date at the time of reenlistment.

1.3.8. Is required to be a satisfactory participant (cannot have more than four unexcused absences) in the Air Force Reserve and has performed three consecutive authorized four-period unit training assemblies (UTA). This requirement can be met in any combination of UTA attendance immediately before or after the date of reenlistment. Two four-period UTAs performed after the date of reenlistment would meet the participation requirement. Once the participation requirement has been met, the date of entitlement for the incentive is the date of reenlistment. Periods of active duty that occur during a scheduled UTA are authorized substitutions for UTA requirements. **NOTE:** If a member has a bonus, reenlistment more than 30 days before their ETS requires a waiver from HQ AFRC/DPMB **prior to reenlistment** unless they are reenlisting for the Montgomery G.I. Bill. Although reenlistment for the G.I. Bill can take place at any time, it does not automatically make a member eligible for a reenlistment bonus.

1.4. Affiliation Incentive Eligibility Criteria. Member:

1.4.1. Is affiliating directly from the regular Air Force or nonparticipating status (ARPC).

1.4.2. Is required to have completed less than 6 years of their MSO (based on the member's original 6-year obligation).

1.4.3. Is being assigned duty in a bonus AFSC in effect on the member's effective date of change of strength accountability (EDCSA) assignment and possesses at least a three-level control AFSC (CAFSC) or second AFSC in that duty. **EXCEPTION:** Individuals assigned duty in an AFSC with a

one-level who attend the same three-level technical course are eligible for the affiliation incentive, provided otherwise qualified.

1.4.4. Has completed or was released early under honorable conditions from his or her active duty obligation and has a Reserve obligation under Section 651 of Title 10, U.S.C. or Section 6(d)(1) of the Military Selective Service Act.

1.4.5. Has not previously participated in any active Reserve program.

1.4.6. Is not affiliating under the PALACE CHASE Program.

1.4.7. Is not affiliating to qualify for a civilian position where membership in the Reserve is a condition of employment.

1.5. Retraining Guidance. The intent of the retraining bonus is to provide an incentive to those members already assigned to a unit in a non-bonus AFSC to retrain and later reenlist into a bonus AFSC at their current unit of assignment locale, that is, no change in servicing Military Personnel Flight (MPF) identification (ID). Therefore,

if a member is transferring from one servicing MPF to another and is retraining and reenlisting concurrently with their transfer, he or she will not be eligible for a retraining bonus. For example, a member currently assigned to MPF servicing R9 in AFSC 4N0X1 (non-bonus) transferring to MPF servicing ID W9, AFSC 2W0X1B (bonus) would not be eligible to receive a retraining incentive (bonus).

1.6. Retraining Incentive Eligibility Criteria. Member:

1.6.1. Is assigned to the unit program in a non-bonus AFSC, reenlisting within the same wing or group (locale), who successfully completes the three-level retraining, and is awarded the three-level bonus CAFSC.

1.6.2. Is retraining into a bonus DAFSC in effect on the date retraining is approved, that is, date entered Training Status Code (TSC) M, E.

1.6.3. Has not previously received an Individual Ready Reserve (IRR), reenlistment, or retraining bonus for service in any Reserve component.

1.6.4. Is not retraining to qualify for a civilian position where membership in the Reserve is a condition of employment.

1.6.5. Has no more than 10 years (exactly) total service based on pay date at the time of enlistment.

1.6.6. Is a satisfactory participant in the Air Force Reserve and has performed three authorized four-period UTAs at the time of reenlistment.

1.6.7. Is not applying for retraining concurrent with assignment to the Air Force Reserve, that is, coming from nonparticipating reserve status (ARPC), active duty, other units, or IMA program.

1.6.8. Is not requesting reenlistment more than 36 months before current ETS. This does not include any extensions for retainability in retraining. The member cannot request reenlistment more than 30 days before current ETS if currently receiving an enlistment or affiliation bonus. **NOTE:** Follow normal retraining approval requirements according to AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. Service retainability, if required, is obtained through extension of

current reenlistment. If the member requires more than 23 months of extension, reenlistment for a term of 2 years is authorized and the remaining retainability is by extension.

Table 1.1. Military Service Obligation.

R U L E	A	B	C
	If individual initially became a member of a Uni- formed Service	and is a	then the MSO is
1	on or after 10 Aug 55 in a Reserve component upon completing an officer training program and serving 3 to 6 months ADT in lieu of 2 or more years EAD	Male officer (before his 26th birthday)	8 years.
2	on or after 1 Feb 78 in a Reserve component upon completing an officer training program and serving 3 to 6 months ADT in lieu of 2 or more years EAD	Female officer (before her 26th birthday)	8 years.
3	between 8 Aug 55 and 10 Nov 79 (excluding members in Rule 1)	Male, officer or enlisted (before his 26th birthday)	6 years.
4	between 31 Jan 78 and 10 Nov 79 (excluding members in Rule 2)	Female, officer or enlisted (before her 26th birthday)	6 years.
5	between 9 Nov 79 and 1 Jun 84 (excluding members in Rule 1 or 2)	Male or female, officer or enlisted, regardless of age	6 years.
6	on or after 1 Jun 84	Male or female, officer or enlisted, regardless of age	8 years.

NOTE:

If none of the rules above apply to the member, he or she did not incur an MSO.

Chapter 2

INCENTIVE ELIGIBILITY

2.1. Incentive Eligibility Amounts. Refer to [Table 2.1.](#), [Table 2.2.](#), [Table 2.3.](#), [Table 2.4.](#), and [Table 2.5.](#) for payment schedules. **NOTE:** All bonuses are paid based on UTA participation on the anniversary date of entitlement.

2.1.1. Pay non-prior service bonuses upon entitlements to eligible persons in the amount of the variable (A1) in effect at the time the member enlisted. Authorized variable amounts are up to \$2000 (before 1 October 1993) and up to \$5000 (after 1 October 1993). **NOTE:** *For NPS, entitlement begins with date of enlistment.*

2.1.2. Pay prior service bonuses upon entitlement to eligible persons in variable amounts as follows:

2.1.2.1. Variable 5 - \$1,250 for a member reenlisting for a term of 3 years before 1 July 1995, and \$2,500 after 1 July 1995. (See [Table 2.5.](#))

2.1.2.2. Variable 6 - \$2,500 for a member enlisting for a term of 6 years before 1 July 1995, and \$5,000 after 1 July 1995. (See [Table 2.5.](#))

2.1.3. Pay reenlistment or retraining bonuses upon entitlement to eligible members in variable amounts as follows:

2.1.3.1. Variable 4 - \$2,500 for a person enlisting for 6 years, possessing less than 6 years service based on pay date before 1 July 1995 and \$5,000 after 1 July 1995. (See [Table 2.5.](#))

2.1.3.2. Variable 5 - \$1,250 for a person possessing at least 6, but no more than 14 years (exactly) of total service based on pay date who reenlists for a period of 3, 4, or 5 years before 1 July 1995, and \$2,500 after 1 July 1995. (See [Table 2.5.](#))

2.1.3.3. Variable 6 - \$2,500 for a person enlisting for 6 years, possessing more than 6 years total service based on pay date before 1 July 1995 and \$5,000 after 1 July 1995. (See [Table 2.5.](#))

NOTE:

A person may not be paid more than one 6-year bonus or two 3-year bonuses. The second 3-year bonus is authorized only if the member enters into a subsequent reenlistment before the date which the reenlistment/prior service enlistment for the first 3-year bonus expires and the member still satisfies the designated skill or unit requirement for which a bonus is authorized.

2.1.4. Pay affiliation bonuses upon entitlement to eligible members on a basis of \$50 per month for each month of remaining obligated service. Determine remaining obligated service as follows: subtract EDCSA (YR and MO) from ETS (YR and MO). To determine ETS, subtract 2 years from ETO.

2.1.4.1. Variable 7 - up to \$600 for 12 months or less.

2.1.4.2. Variable 8 - up to \$1,200 for at least 13, but not more than 24 months.

2.2. Briefing. The most frequent cause of inquiries and complaints on incentive bonuses stem from personnel who claim they were promised an incentive bonus. MPFs and recruiting personnel should exercise care and discretion in explaining bonus eligibility and entitlement criteria, net amount of bonus, and the fact that bonus AFSC lists change during the course of the fiscal year. Eligibility for a bonus depends on

the member meeting eligibility requirements and the bonus AFSC list in effect at the time of enlistment, reenlistment, affiliation, or approval of retraining. Entitlement begins with approval of the AF Form 4021, **Application for Incentive Participation**, by HQ AFRC/DPMB. Emphasize eligibility and entitlement along with bonus termination policies when counseling potential bonus recipients. Thorough briefings on the bonus program may prevent unnecessary corrections of military records.

Table 2.1. Payment Schedule effected on or before 30 September 1986.

Rule	VAR	Initial Amount Authorized Upon Entitle- ment	Amount payable upon satisfactory completion of each year					
			1st Yr	2nd Yr	3rd Yr	4th Yr	5th Yr	6th Yr
1	1	\$1,000	NA	\$250	\$250	\$500	NA	NA
2	2	\$ 750	NA	\$200	\$200	\$350	NA	NA
3	3	\$ 500	NA	\$125	\$125	\$250	NA	NA
4	4	\$ 900	\$150	\$150	\$150	\$150	\$150	\$150
5	5	\$ 450	\$150	\$150	\$150	NA	NA	NA
6	6	\$ 900	\$150	\$150	\$150	\$150	\$150	\$150
7	7	\$50 for each month of re- maining MSO	NA	NA	NA	NA	NA	NA
8	8	1/2 of the amount based on \$50 for each month of re- maining MSO	NA	NA	NA	NA	1/2 of the amount based on \$50 for each month of remaining MSO	NA
9	ED Asst	up to \$1000	up to \$1000	up to \$1000	up to \$1000	up to \$1000 provided total amount has not exceeded \$4000	up to \$1000 provided total amount has not exceeded \$4000	up to \$1000 provided total amount has not exceeded \$4000

Table 2.2. Payment Schedule effected on or after 1 October 1986.

Rule	VAR	Initial Amount Authorized upon Entitlement	Amount payable upon satisfactory completion of each year					
			1st Yr	2nd Yr	3rd Yr	4th Yr	5th Yr	6th Yr
1	1	\$1000	NA	\$200	\$200	\$200	\$200	\$200
2	2	\$ 750	NA	\$150	\$150	\$150	\$150	\$150
3	3	\$ 500	NA	\$100	\$100	\$100	\$100	\$100
4	4	\$1000	\$250	\$250	\$250	\$250	\$250	\$250
5	5	\$ 500	\$250	\$250	\$250	NA	NA	NA
6	6	\$1000	\$250	\$250	\$250	\$250	\$250	\$250
7	7	\$50 for each month remaining obligated service	NA	NA	NA	NA	NA	NA
8	8	1/2 of the amount based on \$50 for each month of remaining obligated service	NA	NA	NA	NA	1/2 of the amount based on \$50 for each month of remaining obligated service	NA

Table 2.3. Payment Schedule Effected on or after 1 October 1988.

Payable upon satisfactory completion of each year or year of termination (See note.)								
RULE	UTA	VAR 1	VAR 2	VAR 3	VAR 4	VAR 5	VAR 6	VAR 7/8
1	1	6.94	5.21	3.47	8.68	8.68	8.68	12.50
	2	13.89	10.42	6.94	17.36	17.36	17.36	25.00
	3	20.83	15.63	10.41	26.04	26.04	26.04	37.50
	4	27.78	20.83	13.88	34.72	34.72	34.72	50.00
2	5	34.72	26.04	17.36	43.40	43.40	43.40	62.50
	6	41.67	31.25	20.83	52.08	52.08	52.08	75.00
	7	48.61	36.46	24.30	60.76	60.76	60.76	87.50
	8	55.55	41.67	27.77	69.44	69.44	69.44	100.00
3	9	62.50	46.88	31.24	78.12	78.12	78.12	112.50
	10	69.44	52.08	34.72	86.80	86.80	86.80	125.00
	11	76.39	57.29	38.19	95.48	95.48	95.48	137.50
	12	83.33	62.50	41.66	104.16	104.16	104.16	150.00
4	13	90.28	67.71	45.13	112.84	112.84	112.84	162.50
	14	97.22	72.92	48.61	121.52	121.52	121.84	175.00
	15	104.16	78.13	52.08	130.20	130.20	130.20	187.50
	16	111.11	83.33	55.55	138.88	138.88	138.88	200.00
5	17	118.05	88.54	59.04	147.56	147.56	147.56	212.50
	18	125.00	93.75	62.49	156.25	156.25	156.25	225.00
	19	131.94	98.96	65.97	164.93	164.93	164.93	237.50
	20	138.89	104.17	69.44	173.61	173.61	173.61	250.00

Payable upon satisfactory completion of ech year or year of termination (See note.)								
RULE	UTA	VAR 1	VAR 2	VAR 3	VAR 4	VAR 5	VAR 6	VAR 7/8
6	21	145.83	109.38	72.91	182.29	182.29	182.29	262.50
	22	152.78	114.58	76.38	190.97	190.97	190.97	275.00
	23	159.72	119.79	79.86	199.65	199.65	199.65	287.50
	24	166.66	125.00	83.33	208.33	208.33	208.33	300.00
7	25	173.61	130.21	86.80	217.01	217.01	217.01	312.50
	26	180.55	135.42	90.27	225.69	225.69	225.69	325.00
	27	187.50	140.63	93.74	234.37	234.37	234.37	337.50
	28	194.44	145.83	97.22	243.05	243.05	243.05	350.00
8	29	201.39	151.04	100.69	251.73	251.73	251.73	362.50
	30	208.33	156.25	104.16	260.41	260.41	260.41	375.00
	31	215.28	161.46	107.63	269.09	269.09	269.09	387.50
	32	222.22	166.67	111.10	277.77	277.77	277.77	400.00
9	33	229.16	171.88	114.58	286.45	286.45	286.45	412.50
	34	236.11	177.08	118.05	295.13	295.13	295.13	425.00
	35	243.05	182.29	121.52	303.81	303.81	303.81	437.50
	36	250.00	187.50	124.99	312.49	312.49	312.49	450.00
10	37	256.94	192.71	128.47	321.17	321.17	321.17	462.50
	38	263.89	197.92	131.94	329.86	329.86	329.86	475.00
	39	270.83	203.13	135.41	338.54	338.54	338.54	487.50
	40	277.77	208.33	138.88	347.22	347.22	347.22	500.00
11	41	284.72	213.54	142.35	355.90	355.90	355.90	512.50
	42	291.66	218.75	145.83	364.58	364.58	364.58	525.00
	43	298.61	223.96	149.30	373.26	373.26	373.26	537.50
	44	305.55	229.17	152.77	381.94	381.94	381.94	550.00
12	45	312.50	234.38	156.24	390.62	390.62	390.62	562.50
	46	319.44	239.58	159.72	399.62	399.62	399.62	575.00
	47	326.39	244.79	163.19	407.98	407.98	407.98	587.50
	48	333.33	250.00	166.66	416.66	416.66	416.66	600.00

NOTE : Var 1 and 5 add .02; Var 3, 4 and 6 add .04 to final payment.

Table 2.4. Payment Schedule effected on or after 1 October 1993.

Rule	UTAs PER-FORMED	Amount payable upon satisfactory completion of each year or year of termination				
		VAR 1	VAR 4	VAR 5	VAR 6	VAR 7/8
1	1	17.36	8.68	8.68	8.68	12.50
	2	34.72	17.36	17.36	17.36	25.00
	3	52.08	26.04	26.04	26.04	37.50
	4	69.44	34.72	34.72	34.72	50.00
2	5	86.80	43.40	43.40	43.40	62.50
	6	104.16	52.08	52.08	52.08	75.00
	7	121.52	60.76	60.76	60.76	87.50
	8	138.58	69.44	69.44	69.44	100.00
3	9	156.24	78.12	78.12	78.12	112.50
	10	173.60	86.80	86.80	86.80	125.00
	11	190.96	95.48	95.48	95.48	137.50
	12	208.32	104.16	104.16	104.16	150.00
4	13	225.68	112.84	112.84	112.84	162.50
	14	243.04	121.52	121.52	121.52	175.00
	15	260.40	130.20	130.20	130.20	187.50
	16	277.76	138.88	138.88	138.88	200.00
5	17	295.12	147.56	147.56	147.56	212.50
	18	312.48	156.25	156.25	156.25	225.00
	19	329.84	164.93	164.93	164.93	237.50
	20	347.20	173.61	173.61	173.61	250.00
6	21	364.56	182.29	182.29	182.29	262.50
	22	381.92	190.97	190.97	190.97	275.00
	23	399.28	199.65	199.65	199.65	287.50
	24	416.64	208.33	208.33	208.33	300.00
7	25	434.00	217.01	217.01	217.01	312.50
	26	451.36	225.69	225.69	225.69	325.00
	27	468.72	234.37	234.37	234.37	337.50
	28	486.08	243.05	243.05	243.05	350.00
8	29	503.44	251.73	251.73	251.73	362.52
	30	520.80	260.41	260.41	260.41	375.00
	31	538.16	269.09	269.09	269.09	387.50
	32	555.52	277.77	277.77	277.77	400.00
9	33	572.88	286.45	286.45	286.45	412.50
	34	590.24	295.13	295.13	295.13	425.00
	35	607.60	303.81	303.81	303.81	437.50
	36	624.96	312.49	312.49	312.49	450.00

10	37	642.32	321.17	321.17	321.17	462.50
	38	659.68	329.86	329.86	329.86	475.00
	39	677.04	338.54	338.54	338.54	487.50
	40	694.40	347.22	347.22	347.22	500.00
11	41	711.76	355.90	355.90	355.90	512.50
	42	729.12	364.58	364.58	364.58	525.00
	43	746.48	373.26	373.26	373.26	537.50
	44	763.84	381.94	381.94	381.94	550.00
12	45	781.20	390.62	390.62	390.62	562.50
	46	798.56	399.30	399.30	399.30	575.00
	47	815.92	407.98	407.98	407.98	587.50
	48	833.33	416.66	416.66	416.66	600.00

NOTE:

Var 1 and 5 add .02; Var 4 and 6 add .04 to final payment.

Table 2.5. Payment Schedule effected on or after 1 July 1995.

Rule	UTAs PER-FORMED	Amount payable upon satisfactory completion of each year or year of termination				
		VAR 1	VAR 4	VAR 5	VAR 6	VAR 7/8
1	1	17.36	17.36	17.36	17.36	12.50
	2	34.72	34.72	34.72	34.72	25.00
	3	52.08	52.08	52.08	52.08	37.50
	4	69.44	69.44	69.44	69.44	50.00
2	5	86.80	86.80	86.80	86.80	62.50
	6	104.16	104.16	104.16	104.16	75.00
	7	121.52	121.52	121.52	121.52	87.50
	8	138.58	138.58	138.58	138.58	100.00
3	9	156.24	156.24	156.24	156.24	112.50
	10	173.60	173.60	173.60	173.60	125.00
	11	190.96	190.96	190.96	190.96	137.50
	12	208.32	208.32	208.32	208.32	150.00
4	13	225.68	225.68	225.68	225.68	162.50
	14	243.04	243.04	243.04	243.04	175.00
	15	260.40	260.40	260.40	260.40	187.50
	16	277.76	277.76	277.76	277.76	200.00
5	17	295.12	295.12	295.12	295.12	212.50
	18	312.48	312.48	312.48	312.48	225.00
	19	329.84	329.84	329.84	329.84	237.50
	20	347.20	347.20	347.20	347.20	250.00

6	21	364.56	364.56	364.56	364.56	262.50
	22	381.92	381.92	381.92	381.92	275.00
	23	399.28	399.28	399.28	399.28	287.50
	24	416.64	416.64	416.64	416.64	300.00
7	25	434.00	434.00	434.00	434.00	312.50
	26	451.36	451.36	451.36	451.36	325.00
	27	468.72	468.72	468.72	468.72	337.50
	28	486.08	486.08	486.08	486.08	350.00
8	29	503.44	503.44	503.44	503.44	362.52
	30	520.80	520.80	520.80	520.80	375.00
	31	538.16	538.16	538.16	538.16	387.50
	32	555.52	555.52	555.52	555.52	400.00
9	33	572.88	572.88	572.88	572.88	412.50
	34	590.24	590.24	590.24	590.24	425.00
	35	607.60	607.60	607.60	607.60	437.50
	36	624.96	624.96	624.96	624.96	450.00
10	37	642.32	642.32	642.32	642.32	462.50
	38	659.68	659.68	659.68	659.68	475.00
	39	677.04	677.04	677.04	677.04	487.50
	40	694.40	694.40	694.40	694.40	500.00
11	41	711.76	711.76	711.76	711.76	512.50
	42	729.12	729.12	729.12	729.12	525.00
	43	746.48	746.48	746.48	746.48	537.50
	44	763.84	763.84	763.84	763.84	550.00
12	45	781.20	781.20	781.20	781.20	562.50
	46	798.56	798.56	798.56	798.56	575.00
	47	815.92	815.92	815.92	815.92	587.50
	48	833.33	833.33	833.33	833.33	600.00

NOTE:

Var 1, 4 and 6 add .02; Var 5 add .01 to final payment.

Chapter 3

BONUS AFSC LIST

3.1. Bonus AFSC List Selection:

3.1.1. Wing and group commanders with the assistance of their personnel and recruiting functions identify specific AFSCs within their servicing jurisdiction, to include geographically separated units (GSU), that are eligible for an incentive.

3.1.2. Specific AFSCs are defined as AFSCs within the authorized skills list provided by HQ AFRC/DPMB. For example, within authorized skills list AFSC 4N0X1, there are four specific AFSCs—4N0XI, 4N0X1A, 4N0X1B, and X4N0X1. The 4N0XX is not a specific AFSC. Each specific AFSC is reviewed and initially selected based on less than 100 percent “NONART” basewide manning to include GSUs. If manning in a specific AFSC is 100 percent or more, the AFSC cannot be selected as a bonus AFSC. Specific AFSCs manned at less than 100 percent can be selected; however, if assigned versus authorized difference is less than 10, then one or more of the following selection criteria are applied:

- 3.1.2.1. Chronic and persistent shortages.
- 3.1.2.2. Projected losses based on history.
- 3.1.2.3. Projected unit manning document (UMD) increases.
- 3.1.2.4. High replacement costs.
- 3.1.2.5. Unattractive specialty.
- 3.1.2.6. Historical difficulty in recruiting.

3.1.3. If all specific AFSCs meet the criteria, the bonus AFSC is 4N0X1; if only prefix “X” meets the criteria, the bonus AFSC is X4N0X1; if only suffix A meets the criteria, the bonus AFSC is 4N0X1A and so forth.

3.2. Bonus List Processing:

3.2.1. Send unit lists to arrive at HQ AFRC/DPMB no later than 15 May and 15 November of each year.

3.2.2. Lists by individual MPFs contain authorized, assigned, percent manning, and recommendation of MPF for each AFSC listed. The selection request requires an approval letter signed by the wing commander.

3.2.3. HQ AFRC/DPMB prepares and distributes a consolidated list reflecting all authorized bonus AFSCs and applicable units. These lists are effective for the periods of 1 January through 30 June and 1 July through 31 December. During this time, no AFSCs will be added or deleted. Once an AFSC is selected as a bonus AFSC, manning in that AFSC during the effective period of the list is not an issue.

Chapter 4

NOTIFICATION REQUIREMENTS

4.1. Requirements. Retention Program Managers notify, in writing, those members whose DAFSC is on the current bonus AFSC list, are within the 6 month reenlistment window, and otherwise eligible to receive an incentive, that their DAFSC may not be authorized an incentive effective with the publication of the new list. Advise these individuals that reenlistment prior to the effective date of the new list ensures their bonus eligibility.

4.1.1. HQ ARPC/DAS provides HQ AFRC/DPMB a monthly report of the dollars committed to the IMA bonus program. HQ AFRC/DPMB, in turn, provides a consolidated end of the month report to HQ AFRC/FMARA, HQ USAF/REPX, and HQ USAF/RECB.

4.2. Obligation, Participation, and Agreement:

4.2.1. In order to qualify for any incentive, the member obligates himself or herself contractually to serve satisfactorily in the Air Force Reserve for the full term of enlistment, reenlistment, affiliation or retraining contract for which a bonus was paid. This individual further obligates himself or herself to continue to serve in the same bonus AFSC unless a continuation waiver has been approved by HQ AFRC/DPMB for the convenience of the government. Reenlistment other than for the Montgomery G.I. Bill is authorized only during the 30 days preceding ETS.

4.2.2. Satisfactory participation (not more than four unexcused absences) is for a 12-month period without regard to fiscal, calendar, or anniversary year.

4.2.3. At the time of enlistment, reenlistment, affiliation or approval of retraining, the member signs item 9a, AF Form 4021, to certify that he or she has been informed of and understands the conditions under which incremental payments are made. This agreement states the terms of the Reserve commitment which entitles the member to an incentive.

Chapter 5

PROCESSING AF FORM 4021

5.1. Processing Initial AF Form 4021. Update Data Identification Name (DIN) RHI to “P” for new incentive participants before forwarding AF Form 4021 to HQ AFRC/DPMB. Use AF Form 4021 to request authorization for incentive participation. Prepare as follows: Open JetForm FormFlow program using your computer. Access AF Form 4021 and fill in sections appropriate for bonus type being requested (use **Table 5.1.**). Save the form (using member’s last name and first initial, up to 8 characters) to a disk and print an original to be signed by the member and the Retention Program Manager. File in Section IV of the unit personnel records group (UPRG). E-mail the form to HQ AFRC/DPMB for approval. **NOTE: Letter of authority to sign AF Form 4021 (block 10a) is on file at HQ AFRC/DPMB.** Following approval, AF Form 4021 is returned via E-mail with an authorization number in block 12 which is your approval authority. Mail the original application with signatures to HQ ARPC/DSM for inclusion in the member’s master personnel record. Maintain in the unit in Section IV of the UPRG.

5.2. Non-Prior Service Enlistment:

5.2.1. On the date of enlistment, verify the member meets all eligibility criteria.

5.2.2. Prepare AF Form 4021 and suspense for completion of Initial Active Duty Training (IADT) and award of three level.

5.3. Prior Service Enlistment:

5.3.1. If the member possesses at least a three level bonus CAFSC on the date of enlistment, verify that the member meets all eligibility criteria. After verification, prepare AF Form 4021 and submit to HQ AFRC/DPMB for approval.

5.4. Reenlistment:

5.4.1. If the member possesses at least a three-level bonus CAFSC on the date of reenlistment, verify that the individual meets all eligibility criteria. After verification, prepare the AF Form 4021 and submit to HQ AFRC/DPMB for approval.

5.4.2. If the member does not possess a three-level bonus CAFSC on the date of reenlistment, verify that the member meets all eligibility criteria. After verification, prepare the AF Form 4021 and suspense for award of three level bonus CAFSC.

5.5. Affiliation. On the date of affiliation (EDCSA), verify that the member meets all eligibility criteria. After verification, prepare AF Form 4021. For members attending the same three level technical school that do not possess the three level CAFSC, suspense for award of three level bonus CAFSC.

5.6. Retraining. On the date retraining is approved, verify the member meets all eligibility criteria. After verification, prepare AF Form 4021 and suspense for award of the three level bonus CAFSC.

5.7. Processing Bonus Applications:

5.7.1. Forward bonus application to HQ AFRC/DPMB via E-mail.

5.7.2. HQ AFRC/DPMB grants authority to pay the bonus via approved AF Form 4021. The approved AF Form 4021 is returned to the originator with an authorization number.

5.7.3. Attach the approved application to the original with signatures, file in Section IV of the Unit Personnel Records Group (UPRG), and provide the member with a copy. File incremental payment letters and other bonus correspondence with the AFRC Form 103. Staple and file in order by date.

Table 5.1. Preparation of AF Form 4021.

ITEM NR	DESCRIPTION	EXPLANATION
Section I	To be completed by Retention Program Manager	
1.	Name	Enter complete last name (including compound name, if any, full first name, and middle initial.)
2.	SSN	Enter social security number, separating divisions by a hyphen.
3.	Grade	Enter appropriate grade.
4.	PAS	Personnel accounting symbol. Sample: R70QFTGV
5.	Incentive Type Requested	Check appropriate block.
6.a.	DOE	Enter date of enlistment
b.	DAFSC/CAFSC	Enter current Duty AFSC and Control AFSC.
c.	Pay date	Enter current pay date for all bonus types
d.	TOE	Enter term of enlistment for all bonus types.
e.	Previous ETS (based on DD Form 4)	For reenlistment/retraining and affiliation bonuses-enter previous ETS (if serving on an extension, indicate the extended ETS in Item 8).
f.	Date awarded 3-level bonus CAFSC	Enter approval date for all bonus types.
g.	Date completed IADT	Enter date member was released from IADT for non-prior bonus.
h.	Number unexcused absences	Enter number for all bonus types

i.	EDCSA	Enter effective date of change of strength accountability. Enter date gained to unit of assignment for affiliation bonus.
j.	ETO	Enter Expiration of term of obligation. Enter date of completion of 6 or 8 year MSO for affiliation bonus.
k.	Previous Incentive	Self-explanatory for all bonus types.
7.	Statement of Understanding	Mandatory reading for all bonus types.
8.	Remarks	For use by Retention Program Manager
9a. and b.	Member's signature and date	Member signs and dates before the application is sent to HQ AFRC/DPMB.
10a. and b.	Retention Program Manager signature and date	The Retention Program Manager signs and dates on the day the application is sent to HQ AFRC/DPMB.
Section II	To be completed by HQ AFRC/DPMB	
Section III	To be completed by the Retention Program Manager	
15.	Termination Date	Self-explanatory
16a.	Termination Reason	*Specific reason for termination
16b.	Date of final payment	Self-explanatory.
17.	RPM signature and date	Self-explanatory
*Use table 8.1 and define the specific reason.		

Chapter 6

PROCESSING ENTITLEMENT REQUESTS

6.1. Incentive Program:

- 6.1.1. Use a manual certification letter only when the computer-generated letter is not produced. Certification letters must include information listed in the computer-generated letter and are signed by the Retention Program Manager.
- 6.1.2. Submit the request to the Reserve payroll office for payment upon completion of the member's anniversary date according to the appropriate pay schedule. (See [Table 2.1.](#), [Table 2.2.](#), [Table 2.3.](#), [Table 2.4.](#), and [Table 2.5.](#)). Include the amount and date of current and next payment due, if applicable.
- 6.1.3. Base payment on the number of UTA periods performed during the anniversary year.
- 6.1.4. Grant credit for missed UTAs only when the member has been medically excused by AF Form 422, **Physical Profile Report**, as a result of an in line of duty determination, or performs a period of active duty that occurs during their scheduled UTA. **NOTE:** A member does not get bonus payments for excused absences (unless the member is on an AF Form 422 or active duty orders).
- 6.1.5. Authorize payment for 52 scheduled UTA periods when the previous anniversary year had 44 scheduled UTA periods.
- 6.1.6. Make final bonus payment before requesting termination of member's bonus file. FAX or E-mail termination request to HQ AFRC/DPMB. File copy of termination in Section IV of the UPRG if contract has not been completed.
- 6.1.7. Attach a copy of the certification letter to the approved AF Form 4021 filed in Section IV of the UPRG.

Chapter 7

TRANSFER BETWEEN AIR FORCE RESERVE UNITS OR BETWEEN UNIT AND IMA PROGRAM

7.1. Transfer. If the member entered the program on 1 June 1987 or later, he or she is terminated by the losing MPF/DPM (Career Enhancement) on their EDCSA if transferring to the IMA Program. IMAs transferring to the unit program for duty in the same bonus AFSC are automatically continued, provided that AFSC is a bonus AFSC in the unit of assignment on EDCSA. Continuation other than the above is not authorized without approval from HQ AFRC/DPMB. The gaining MPF/DPM pays the member a final payment if necessary and terminates the member not meeting the continuation criteria. **NOTE:** If a member has a military spouse who is transferring to an area where the AFSC is not a bonus, continuation may be requested. However, forward a copy of the spouse's transfer order along with the request to HQ AFRC/DPMB.

Chapter 8

TERMINATION, WITHHOLDING, AND REINSTATEMENT

8.1. Termination and Withholding:

8.1.1. Terminate entitlement to bonus payments:

8.1.1.1. According to **Table 8.1**.

8.1.1.2. Upon completion of bonus contract for members who reenlisted for the Montgomery G.I. Bill.

8.1.1.3. When the member reenlisted for more than 3 years and received a Variable 5 bonus.

8.1.1.4. When the member reenlisted for 6 years from the date retraining is approved.

8.1.1.5. When the member completes their 6 year contract.

8.1.2. Remove original AF Form 4021 from the UPRG and complete the termination section. FAX or E-mail termination request to HQ AFRC/DPMB within 30 days after final payment for termination action. **CAUTION: Ensure the member has been paid a final bonus payment, if applicable.** If the AF Form 4021 is unavailable, prepare a letter containing the same information as required on the form.

8.1.3. HQ AFRC/DPMB inputs the appropriate termination information via PTI47K to the system.

8.1.4. Nonavailability is defined as:

8.1.4.1. Voluntary recall to active duty in direct support of the Air Force Reserve.

8.1.4.2. Temporary overseas residence, missionary obligation, overseas employment obligation, etc. Members who incur a period of authorized nonavailability are not terminated. They are temporarily assigned to the Standby Reserve and required to extend their enlistment or reenlistment period in the Ready Reserve to cover the period of nonavailability so that upon return they are able to serve the full contract period for bonus. During the period of nonavailability, the member is not entitled to subsequent incentive payments. Entitlement to subsequent payments resumes on the adjusted anniversary date computed by HQ AFRC/DPMB.

8.1.4.3. Valid personal reasons for up to 1 year. Members who incur such a period of authorized nonavailability are not terminated. They are temporarily assigned to the IRR and are required to extend their enlistment or reenlistment period in the Ready Reserve to cover the period of nonavailability so that upon their return they are able to serve the full contract period for bonus. During the period of nonavailability, the member is not entitled to subsequent incentive payments. Additionally, the member's anniversary date for payment is adjusted upon their return, to be computed by HQ AFRC/DPMB.

8.1.5. Take withholding action when a member has incurred an authorized period of nonavailability.

8.1.5.1. MPF/DPM (career enhancement) Retention Program Manager prepares a letter containing the member's grade, name, Social Security number, authorization number, and the date nonavailability begins and sends it to HQ AFRC/DPMB. HQ AFRC/DPMB inputs PTI47K (B03 Type 2) action with termination reason "7" (payment deferred).

8.1.5.2. Upon the member's return from the period of nonavailability, the Retention Program Manager prepares a letter containing the member's name, Social Security number, authorization number, date nonavailability began and ended, and date last incentive payment was made. HQ AFRC/DPMB reactivates the member's incentive status by input of PTI47K (B03 Type 2) with termination reason "8" (payment released) and advises the MPF of adjusted anniversary date for future incremental payments.

8.2. Reinstatement. Request reinstatement only when a member has been terminated erroneously, that is, unsatisfactory participation that has been excused by proper authority or member was terminated prior to receiving final bonus payment.

8.2.1. When it has been determined that a member should be reinstated, the Retention Program Manager prepares a memo containing the member's name, grade, Social Security number, authorization number, reason for reinstatement, and a statement that the member has maintained satisfactory participation. The letter must be signed by the member's commander and forwarded to HQ AFRC/DPMB for action.

8.2.2. HQ AFRC/DPMB approves the reinstatement via letter and input of PTI47R (B03 Type 3) action to the personnel data system to remove termination information.

8.2.3. The Retention Program Manager attaches a copy of the approval letter to a copy of the approved AF Form 4021 and files in the UPRG.

Table 8.1. Termination Reasons.

A.	TERMINATED-VOLUNTARILY
B.	TERMINATED-MOVED OUT OF BONUS AFSC
C.	TERMINATED-ENTERED ON/AFTER 870601 MOVED INTO NON-BONUS LOCAL
D.	TERMINATED-UNSATISFACTORY PARTICIPATION
E.	TERMINATED-TRANSFERRED TO ANOTHER RESERVE COMPONENT
F.	TERMINATED-TRANSFERRED TO ACTIVE DUTY OFFICER CORPS
G.	TERMINATED-CONTRACT COMPLETE
H.	TERMINATED-TRANSFERRED TO RESERVE OFFICER CORP
J.	TERMINATED-VOLUNTARILY REASSIGNED
K.	TERMINATED-ACCEPTED EMPLOYMENT AS AN ART
L.	TERMINATED-ADMINISTRATIVE DISCHARGE
M.	TERMINATED-TRANSFERRED TO ACTIVE ENLISTED FORCE

Chapter 9

OVERALL ELIGIBILITY CRITERIA

Section 9A—IMA Program

9.1. Purpose. Bonuses are a monetary incentive paid to enlisted members to attract enlistments, reenlistments, retraining of eligible members, and affiliation into critical military skills with insufficient members in specific fields.

9.2. General Eligibility Criteria. General eligibility for any of the bonuses listed in Section B of this instruction is as follows:

9.2.1. Enlistment or reenlistment must be for a term of 3 or 6 years.

9.2.2. The member must have at least 6 years, but not more than 14 years (exactly) total service based on paydate, at the time of prior service enlistment or reenlistment. The member must have at least 6 years, but not more than 10 years (exactly) total service based on paydate at the time of retraining or affiliation.

9.2.3. The individual enlists or reenlists in the Air Force Reserve and is assigned to a bonus qualifying control Air Force Specialty Code (CAFSC).

9.2.4. The individual must satisfy the fiscal year participation and training requirements in the Air Force Reserve specified for the type of assignment in the bonus CAFSC obtained. FY participation requirements may be prorated during the first year of assignment to a bonus qualifying CAFSC, if the member actually has less than a full calendar year from EDSCA to the end of their participation year.

9.2.5. The individual is not enlisting under the PALACE CHASE program.

9.2.6. The individual has not previously received an enlistment, reenlistment, retraining or IRR bonus for service in any Reserve component. The assignment limitation code must indicate a Reserve bonus has not previously been paid.

9.2.7. AFSC retraining requires either a 3-or 6-year enlistment/reenlistment commitment from the Reserve member. The obligation begins on the date the 3-level DAFSC is awarded.

9.2.8. Must be within 6 months of previous expiration of term of service (ETS). **NOTE:** When reenlisting a member who is potentially eligible to receive a reenlistment bonus, ensure the reenlistment takes place within the 6-month time-frame and not one day after the ETS.

9.3. Ineligibility Criteria:

9.3.1. Airmen may not reenlist or attend technical school for retraining unless they meet and maintain established body fat standards, and remain medically qualified for continued service.

9.3.1.1. Airmen may not reenlist or attend technical school while serving in Phase I of the Air Force Weight Management Program, including a temporary medical deferral period. Successful completion of Phase I does not automatically restore reenlistment or technical school eligibility. The unit commander (in coordination with the IMA Program Manager or delegated representative) may remove the ineligibility condition, or continue the ineligibility for any period of Phase II or probation. The unit commander documents the decision on AF Form 108, **Weight Program**

Processing. Ineligible airmen requiring retainability to complete Phase I, Phase II, or probation may request an extension of enlistment, but remain ineligible for any incentive.

9.4. Written Agreements. As a condition of receipt of an incentive covered in Section B of this instruction, each member must complete and sign an AF Form 4010, **Application for IMA Enlisted Bonus and Incentive**. Submit the form through the program manager or designated representative, to HQ ARPC/DAS. The form states:

9.4.1. The member has been advised of and understands the conditions of the bonus or incentive.

9.4.2. Termination and recoupment of entitlement will occur if the member becomes ineligible.

9.4.2.1. Airmen may not reenlist or attend technical school when the AF Form 422, **Physical Profile Serial Report**, clearly indicates they are unfit for continued service, or they are pending evaluation by a medical evaluation board or physical evaluation board.

9.4.3. The individual is not eligible for any bonus or incentive if enlisting, reenlisting, attending technical school, or extending their current enlistment to qualify for a civilian position (Air Reserve Technician (ART)) where membership in the Reserve is a condition of employment.

9.4.4. The airman may not enlist or reenlist in a Category E participating IRR position.

Chapter 10

BONUS AFSC LIST

10.1. Bonus AFSC List Selection. HQ ARPC/DAS obtains a listing of IMAs authorized and assigned by AFSC. From that list, they identify IMA AFSCs manned at less than 85 percent (prefixes to AFSCs will not be identified as separate AFSCs qualifying for a bonus). This list will be compared to AFI 10-201, *Status of Resources and Training System*, Table 4.4. Any AFSC appearing on both lists becomes a bonus AFSC for the IMA program.

10.2. Manning. If manning in a specific AFSC is 86 percent or more, the AFSC does not qualify to receive a bonus. Specific AFSCs manned at 85 percent or less can qualify to receive a bonus; however, if the assigned versus authorized difference is less than 10, then one or more of the following selection criteria apply:

- 10.2.1. Chronic and persistent shortages.
- 10.2.2. Projected losses based on history.
- 10.2.3. Projected unit manning document (UMD) increases.
- 10.2.4. High replacement costs.
- 10.2.5. Historical difficulty in recruiting or retraining.

10.3. Bonus List Processing. HQ ARPC/DAS distributes the final list to program managers and recruiters before the end of each calendar year. The list is effective for the next calendar year (1 January through 31 December). During this time, no AFSCs will be added or deleted, nor does manning in that AFSC become an issue.

Chapter 11

SPECIFIC CRITERIA

11.1. Prior Service Enlistment Eligibility Criteria. The member:

11.1.1. Is a former enlisted member of any armed service and the specialty associated with the position the member is enlisting, is a specialty in which the member served while on active duty and is fully qualified.

11.1.2. Was honorably discharged at the conclusion of the previous service.

11.2. Reenlistment Eligibility Criteria. The member reenlists according to AFI 36-2612. Member must be within 6 months of current ETS for bonus eligibility.

11.3. Retraining Eligibility Criteria. See AFMAN 36-8001. The individual retrains into a bonus AFSC in effect on the date retraining is approved by HQ ARPC/DAT (the date entered Training Status Code M, E, F, or G).

11.4. Affiliation Eligibility Criteria. The individual:

11.4.1. Is affiliating directly from the regular Air Force into the IMA program, from an ANG or USAFR unit into the IMA program, or from the Ready or Standby Reserve into the IMA program.

11.4.2. Has completed or will be released early under honorable conditions from his or her active duty obligation. The member has a Reserve obligation under Section 651 of Title 10, U.S.C. or Section 6(d)(1) of the Military Selective Service Act.

11.4.3. Currently holds an IMA bonus qualifying AFSC in effect on the member's EDCSA to the new DAFSC.

11.4.4. Has not previously received an Affiliation Bonus in any Reserve program.

Chapter 12

AMOUNT AND METHOD OF PAYMENT

12.1. Incentive Eligibility Amounts. See [Table 12.1](#) for payment schedules.

12.2. Prior Service Enlistment or Reenlistment Payments. The member has two options for receiving the bonus.

12.2.1. The first option: One half (1/2) the total bonus due as the initial payment at the time the member signs the AF Form 4010. The remainder is paid at the successful completion of the contract period. If the member does not complete the contract period, the member may receive a pro rata portion of the remaining bonus (see paragraph [12.5](#)).

12.2.2. The second option: Pay the bonus in equal annual installments. The first installment is payable when the member signs the AF Form 4010. The remaining payments are made on the anniversary of the enlistment.

12.2.3. Three-year commitment bonus equals \$2,500 and 6-year bonus equals \$5,000.

12.3. Retraining Payments. The member's initial payment is due upon completion of technical training or award of the three skill-level in the CAFSC. The remaining payments are due according to paragraph 12.2.1 or 12.2.2. Total bonus amounts are shown in paragraph [12.2.3](#).

12.4. Affiliation Payments. Pay the affiliation bonus at the rate of \$50 per month for each month of remaining Reserve obligated service, up to 36 months total. Determine remaining obligated service as follows:

12.4.1. Subtract date-entered-bonus-program (YR and MO) from ETO (YR and MO).

12.4.2. If the member has 12 months or less remaining on their Reserve obligation at the time of affiliation, pay the total bonus at the time the member signs the Affiliation Agreement. Maximum payment is \$600.

12.4.3. If the member has more than 12 months remaining on their Reserve obligation at the time of affiliation, pay one-half (1/2) of the bonus at the time the member signs the Affiliation Agreement. Pay the remaining one-half (1/2) on the date of the sixth anniversary of the member's original enlistment.

12.5. Pro rata Payments . Pro rata payments are payable when a member does not complete the entire contract period, but satisfactorily completes a portion of it. Contracts are paid either as in [12.2.1](#) or [12.2.2](#). If a member completes 3.5 years of a 6-year contract, the member is entitled to payments representing 3.5 years of service. AFRPO/FMFQ-P computes and pays the correct final payment.

Table 12.1. Yearly Installment Bonus.

Amount payable for participation during contract.		
Payment Number	3 Year	6 Year
Initial	\$625.00	\$714.32
1	\$625.00	\$714.28
2	\$625.00	\$714.28
3	\$625.00	\$714.28
4		\$714.28
5		\$714.28
6		\$714.28

Chapter 13

NOTIFICATION REQUIREMENTS

13.1. Requirements. Program managers or a delegated representative notifies, in writing, members whose CAFSC is on the current bonus AFSC list. They must specify that the member must meet the other eligibility requirements to receive an incentive. **NOTE:** Reenlistment, other than for the Montgomery G.I. Bill, is only authorized during the 30 days preceding ETS.

13.2. Obligation, Participation and Agreement:

13.2.1. To qualify for any incentive, the member obligates himself or herself contractually to serve satisfactorily in the Air Force Reserve for the full term of enlistment, reenlistment, or affiliation for which a bonus was paid. This individual further obligates himself or herself to continue to serve in the same bonus AFSC unless HQ ARPC/DAS approves continuation or termination.

13.2.2. The member must meet fiscal year training requirements.

13.2.3. At the time of enlistment, reenlistment, retraining, or affiliation, the member signs the written contract (AF Form 4010). This certifies that he or she has been informed of, and understands, the conditions under which the bonus payments are made. This agreement states the terms of the Reserve commitment which entitles the member to an incentive.

Chapter 14

TRANSFER BETWEEN AIR FORCE RESERVE UNITS AND IMA PROGRAM

14.1. Transfer and Continuation:

14.1.1. Members who move from one location to another may continue bonus eligibility if they remain in the Selected Reserve of the USAFR and remain assigned to the same AFSC. The member has 6 months to obtain a position in the Selected Reserve in the same AFSC. If the member obtains a position within the 6 months, the time spent not actively participating in the bonus AFSC is added to the member's service requirement. If the member does not obtain a position, their eligibility for a bonus will terminate.

14.1.2. Members whose military specialty is changed for the convenience of the government or whose unit is inactivated, relocated, or converted (for example, weapons system conversion) may continue entitlement to bonus payments provided they meet all other eligibility criteria, and are not separated from the Selected Reserve.

14.1.3. If a member has a military spouse who is transferring to an area where the AFSC is not a bonus, the member may request continuation. The member must forward the request for continuation, as well as a copy of the spouse's orders to HQ ARPC/DAS for approval.

14.2. Exception. Members affected by force reduction may continue in the bonus program. The following rules apply:

14.2.1. If given the opportunity to retrain into another AFSC, and the member accepts this option, then continuation is authorized.

14.2.2. If given the opportunity to retrain and the member declines, the bonus terminates.

14.2.3. If not given the opportunity to retrain, and the member is reassigned to a non-participating status (PAS S7xxxxxx), the bonus is terminated.

14.3. Nonavailability. Members may incur a period of nonavailability, for a period of no more than 3 years, for valid reasons as stated below. Nonavailability beyond 3 years results in bonus termination. HQ ARPC/DAS assigns these members to the Standby Reserve during the period of nonavailability. Entitlement to subsequent payments resumes on the adjusted bonus date based upon the previous payment choice and approval by HQ ARPC/DAS.

14.3.1. Personal Hardship.

14.3.2. Community Hardship.

14.3.3. Overseas Employment Obligation.

14.3.4. Temporary Overseas Residence.

14.3.5. Missionary Obligation

14.3.6. Incentive payments stop for members assigned to the Standby Reserve for an authorized non-availability (for example, temporary overseas residence, missionary obligations, or overseas employment obligations, etc.) without concurrent recoupment.

14.3.7. If later assigned to a participating status in the skill previously contracted for, members may be reinstated in the incentive program. The member must extend their term of service so they can serve the full original contract period. Payments resume on the adjusted bonus date.

14.3.8. Application for an approved period of nonavailability, is made by letter to HQ ARPC/DA through the program manager or designated representative. Failure to extend the Reserve contract results in recoupment.

Chapter 15

TERMINATION, RECOUPMENT, AND REINSTATEMENT

15.1. Termination. If entitlement to an incentive is terminated for any reason before the fulfillment of the service as specified in the written agreement, the member will not be eligible to receive any further incentive payments, except for service performed before the termination date.

15.1.1. The program manager, or delegated representative, completes the lower portion of AF Form 4010, and includes the date termination begins. Send the form to HQ ARPC/DAS. HQ ARPC/DAS inputs to PDS the appropriate termination reason code and date of termination.

15.1.2. Members incurring a period of nonavailability are not terminated, but will have the bonus payment suspended.

15.1.2.1. The members are temporarily assigned to the Standby Reserve and do not receive their bonus payments. They are required to extend their enlistment or, reenlist in the Ready Reserve to cover the period of nonavailability. Once they return they are able to serve the full contract period for the bonus.

15.1.2.2. During the period of nonavailability, the member is not entitled to subsequent incentive payments. The Program Manager (or delegated representative) takes withholding action when a member has incurred an authorized period of nonavailability. Prepares a letter containing the member's grade, name, Social Security Number (SSN), authorization number, and the date non-availability begins and send it to HQ ARPC/DAS.

15.2. Recoupment. If the member's entitlement to a bonus is terminated, HQ ARPC/DAS notifies AFRPO/FMFQ-P to begin recoupment. Unless granted relief, the member must refund a pro rata amount to the government if the termination is for any of the reasons specified in [Table 15.1](#). Relief may be granted by HQ ARPC/DAS if any of the following occur.

15.2.1. Injury, illness or other impairment NOT due to the airmen's own misconduct.

15.2.2. Involuntarily separates.

15.2.3. Accepts an appointment as an officer in the Ready Reserve.

15.2.4. Enters an authorized period of nonavailability.

15.3. Reinstatement. Reinstatement a member for either of the following reasons.

15.3.1. Late AF Form 40a. AF Form 40a must be no more than 30 days late. When a member has been terminated for unsatisfactory participation that was actually late submission of paid AF Form 40a, **Record of Individual Inactive Duty Training**.

15.3.1.1. The program manager, or delegated representative, prepares a letter containing the member's name, grade, SSN, reason for reinstatement, and a statement that the member has maintained satisfactory participation. Send the letter to HQ ARPC/DAS along with the member's AF Form 40a. HQ ARPC/DAS forwards the document to the Point Credit Office.

15.3.1.2. HQ ARPC/DAS approves or disapproves the reinstatement via letter to the Program Manager (or delegated representative). HQ ARPC/DAS inputs the appropriate transactions to PDS to remove termination information.

15.3.2. Nonavailability. Upon the member's return from the period of authorized nonavailability:

15.3.2.1. The program manager, or delegated representative, prepares a letter containing the member's name, grade, SSN, date nonavailability began and ended, and date of the last incentive payment.

15.3.2.2. HQ ARPC/DAS reactivates the member's incentive status by input of the appropriate PDS transaction and advises the Program Manager (or delegated representative) of the adjusted bonus date for future incremental payments.

Table 15.1. Termination of Incentive Bonus.

RULE	Bonus will terminate if a member	Recoupment Action
1	Fails to participate satisfactorily in the Air Force Reserve according to established directives (see Note 1).	Notify AFRPO/FMFQ-P
2	Fails to maintain mandatory qualifications for the bonus AFSC (Note 1 & 2)	Notify AFRPO/FMFQ-P
3	Separates from the Air Force Reserve for any reason (including enlistment or voluntary recall into the active force) (Note 2).	Notify AFRPO/FMFQ-P
4	Accepts an immediate appointment as an officer in the Ready Reserve (Note 3).	None
5	Accepts a civilian position where membership in the Reserve is a condition of employment (Note 4).	None
6	Involuntarily separates from the Selected Reserve (Note 5).	None
7	Is authorized a period of nonavailability (Note 6).	None
8	Moves out of bonus qualifying AFSC without the direction of HQ ARPC.	Notify AFRPO/FMFQ-P
9	Becomes a member of an officer commissioning program drawing a stipend.	Notify AFRPO/FMFQ-P

NOTES:

1. Unless due to death, injury, illness or other impairment for reasons beyond the member's control.
2. Other than by death, injury, illness or other impairment not the result of the member's own misconduct.
3. Must have also served at least one year of the bonus contract.
4. Must have served at least 6 months of bonus contract following receipt of initial payment.
5. Involuntary separation: The result of unit inactivation, unit relocation, reorganization or DoD directed reduction in the Selected Reserve.
6. Voluntary recall to active duty in direct support of the Air Force Reserve. Temporary overseas residence, missionary obligation, overseas employment obligation, etc. Valid personal reasons for up to 1 year.

INSTRUCTIONS FOR COMPLETING AF FORM 4010

Table 15.2. Application For IMA Enlisted Bonus And Incentive.

ITEM #	DESCRIPTION	ENTRY
SECTION I	Completed by Program Manager	
1	Name	Last, first, middle initial (NMI not required)
2	SSN	Example: 000-00-0000
3	Grade	Example: A1C, SSgt
4	PAS	Personnel Accounting Symbol <i>Example:</i> 960UF21S
5	Incentive Type	Check appropriate block
6	Bonus Data	
A	DOE	Date of enlistment/reenlistment/affiliation
B	DAFSC/CAFSC	Current AFSC and control AFSC
C	PAY DATE	Current pay date
D	Bonus TOE	Check appropriate block
E	PREVIOUS ETS	ETS from previous enlistment/reenlistment (if serving on an extension, show the extended ETS in Item 8)
F	DATE AWARDED 3-LEVEL BONUS CAFSC	Enter approval date
G	PREVIOUS FY SATISFACTORY?	Check appropriate block. Not applicable for Affiliation, Prior Service, or Reenlistment from PAS S7xxxxxx.
I	ETO	Enter date of completion of MSO
J	PREVIOUS INCENTIVE (Including other Reserve components)	Check appropriate block
7	STATEMENT OF UNDERSTANDING	Mandatory reading for all incentive applicants
8	REMARKS	If none, state "NONE"
9	MEMBER'S SIGNATURE and DATE	Member will sign and date before application is sent to HQ ARPC/DAS
10	PROGRAM MANAGER SIGNATURE and DATE	Program Manager will sign indicating approval of individual for bonus program consideration by HQ ARPC/DAS
SECTION II	AUTHORIZATION TO PAY INCENTIVE	Completed by HQ ARPC/DAS
11	PARTICIPATION IN INCENTIVE AUTHORIZED	Check appropriate boxes
12	DATE ENTERED BONUS PROGRAM	Self explanatory
13	SIGNATURE OF APPROVING AUTHORITY	Self explanatory

SECTION III	TERMINATION OF AUTHORIZATION	Completed by Program Manager
14	TERMINATION DATE	Self explanatory
15a	TERMINATION REASON	Specific reason for termination (unsat participation, transfer to ANG, etc.)
15b	DATE of FINAL PAYMENT	Self explanatory
16a and 16b	PROGRAM MANAGER SIGNATURE and DATE	Self explanatory

REMINDER: Completion of the reverse of this form is required for payment of the incentive.

15.4. Forms Prescribed. AF Form 4010, **Application for IMA Enlisted Bonus and Incentive** and AF Force Form 4021, **Application for Incentive Participation**.

JAMES E. SHERRARD III, Major General, USAF
Chief of Air Force Reserve

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 37 U.S.C., *Pay and Allowances of the Uniformed Services*, Sections:

302g, *Special Pay: Selected Reserve*

308, *Special Pay; Reenlistment Bonus*

Title 10 U.S.C., Sections:

16201, *Financial Assistance: Health Care Professionals in Reserve Components*

16202, *Reserve Service; Required Active Duty For Training*

16203, *Penalties and Limitations*

16301. and 16302, *Education Loan Repayment Programs (Enlisted and Officer)*

DoD Directive 1205.20, *Reserve Component Incentive Programs*

DoDI 1205.21, *Reserve Component Incentive Programs and Procedures*

DoD 7000.14-R, Volume 7, Part A, *DoD Financial Management Regulation*

Abbreviations and Acronyms

AFRPO/FMFQ-P—Reserve Pay Office, Denver CO

AFSC—Air Force Specialty Code

ART—Air Reserve Technician

CAFSC—Control Air Force Specialty Code

DAFSC—Duty Air Force Specialty Code

EDCSA—Effective Date of Change of Strength Accountability

ETO—Expiration Term of Obligation

ETS—Expiration Term of Service

HQ AFRC—Headquarters Air Force Reserve Command

HQ AFRC/DPMB—Career Enhancement Branch

HQ ARPC—Headquarters Air Reserve Personnel Center

HQ ARPC/DA—Directorate of Assignments and Readiness

HQ ARPC/DAS—Sustainment Management Division

HQ ARPC/DAT—Military Training Division

IDT—Inactive Duty Training

IMA—Individual Mobilization Augmentee

MGIB-SR—Montgomery Government Issue Bill-Selected Reserve

MSO—Military Service Obligation

MPF—Military Personnel Flight

PDS—Personnel Data System

SSN—Social Security Number

USAFR—United States Air Force Reserve

Terms

Active Duty for Training —(DOD)—A tour of active duty which is used for training members of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member is under orders which provide for return to non-active status when the period of active duty for training is completed. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by nonprior service enlistees. JP 1-02

Adjusted Bonus Date—The date a member resumes eligibility, after an authorized period of nonavailability, for the bonus. The member must complete an extension of their enlistment. The time of the extension (years, months, days) is equal to the time of the period of nonavailability.

Air Force Reserve Stipend Program—A financial assistance program designed to attract critically needed medical specialties to the Air Force Reserve to help eliminate health professions wartime shortfalls. Students agree to participate in the Air Force Reserve after completion of training for a period of time commensurate with the amount of time funds were received while in training. Current recipient may be officer or enlisted in medical specialties.

Air Reserve Technician—Civilian employees of the USAFR who provide permanent party support to a USAFR unit and occupy a USAFR UMD military position in the unit comparable with the civilian position.

Base Individual Mobilization Augmentee Administrator—Administrator responsible for the IMA program at base level to ensure the highest level of readiness through education, public relations, and training.

Effective Date of Change of Strength Accountability—The effective date a member is assigned to or between units of the USAFR or to a specific Reserve program (participating or nonparticipating).

Expiration of Term of Obligation—Date individual completes his or her military service obligation.

Expiration of Term of Service—The date an airman is scheduled to complete his or her current term of enlistment/extension.

Extended Active Duty—A tour of active duty (normally for more than 90 days) performed by a member of the Air Reserve components. Strength accountability for persons on EAD shifts to the active force. Active duty for training and active duty in a service academy or armed forces preparatory school are not creditable as extended active duty.

Extension of Enlistment—Voluntary--An addendum, for a specified period of time, to the term of enlistment originally stipulated on the enlistment/reenlistment document (DD Form 4). This extends the completion date of the member's term of enlistment.

Involuntary--In times of war or national emergency, when declared by Congress, a member's term of enlistment may be extended for the duration of the war or national emergency, plus 6 months.

Fiscal Year Training Requirements—See AFMAN 36-8001, *Reserve Personnel Participation and Training*, [Table 1.1](#).

Inactive Duty Training—Authorized training performed by a member of a Reserve component not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Does not include work or study associated with correspondence courses. Also called IDT. See also active duty for training.

Individual Mobilization Augmentee (IMA)—An individual reservist attending drills who receives training and is preassigned to an active component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a part-time basis with those organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees is decided by component policy and can vary from 0 to 48 drills a year.

Military Service Obligation—The time that a member must serve in a regular or Reserve component of the armed forces as required by the Military Selective Service Act of 1967 or Title 10 U.S.C. 651, as amended.

Montgomery G.I. Bill—An authorized educational assistance program. Members who meet the criteria, and continue to participate satisfactorily are entitled to these benefits.

Palace Chase—A program whereby officers and airmen may apply for a release or separation from active military service prior to fulfilling their active duty service commitment. They accept a commitment to fill Selected Reserve vacancies for a period twice that of the remaining active duty service commitment.

Prior Service—Includes former members of the armed forces who served a continuous period of active duty (AD). Also includes former members of a Reserve component of the armed forces who served a continuous period of AD or active duty training (ADT).

Ready Reserve—(DOD)—The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (US Code, title 10 (DOD), sections 10142, 12301, and 12302). See also active duty; Inactive National Guard; Individual Ready Reserve; Selected Reserve.

Secondary School Graduate—Limit to the following:

- a. High School Graduate - High School diploma. Issued to an individual who has attended and completed a 12-year or grade program of instruction. The diploma must be issued from the school where the individual is credited with the completion of program requirements.
- b. High School Graduate – Adult Education Diploma. Secondary school diploma awarded for attending and completing an adult education or “external” diploma, regardless of whether the diploma was issued by the State or by a secondary or postsecondary educational institute.
- c. Alternate Credit Holder – Test-Based Equivalency Diploma. Diploma or certificate of General Development (GED) or other test-based high school equivalency diploma to include statewide testing pro-

grams. Examinees earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma.

d. **Alternative Credit Holder – Home Study Diploma.** A secondary school diploma or certificate typically awarded by a state, based on certification by a parent or guardian upon satisfactory completion of secondary school at home.

Selected Reserve—(DOD)—Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training. See also ready reserve..

Standby Reserve—(DOD)—Those units and members of the Reserve Components (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in the US Code, title 10 (DOD), sections 10151, 12301, 12306. See also active duty; Ready Reserve; Reserve Components; Retired Reserve.

Stipend—See Air Force Reserve Stipend Program

Unit—(DOD, NATO)

1. Any military element whose structure is prescribed by component authority, such as a table of organization and equipment; specifically, part of an organization.
2. An organization title of a subdivision of a group in a task force.
3. A standard or basic quantity into which an item of supply is divided, issued, or used. In this meaning, also call unit of issue.
4. With regard to reserve components of the Armed Forces, denotes a Selected Reserve unit organized, equipped and trained for mobilization to serve on active duty as a unit or to augment or be augmented by another unit. Headquarters and support function without wartime missions are not considered units.

Unit Manpower Document (UMD)—A detailed manpower listing, drawn from the manpower data system, reflecting the distribution of manpower allocations into a finite structure of authorizations and requirements by work center.